

STATE OF CALIFORNIA

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OFFICE OF STATE CONTROLLER  
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Date: November 12, 1999

PERSONNEL LETTER # 99-042  
CIVIL SERVICE ONLY

To: All Agencies in the Uniform State Payroll System

From: Ralph Zentner, Chief  
Personnel/Payroll Operations Bureau

Re: CIVIL SERVICE BARGAINING UNITS 08 AND 19 SALARY CHANGES

Pursuant to the memorandum of understandings, the Department of Personnel Administration (DPA) has approved a general salary increase for all but one Unit 08 and all Unit 19 rank and file classes/ranges. Also, DPA has approved a special salary adjustment for specified classes/ranges in the two bargaining units. Both the general salary increase and special salary adjustment are effective July 1, 1999.

For the Unit 08 Fire Fighter I classification (class code 1083), DPA has approved a salary structure change effective close of business (COB) June 30, 1999. The restructuring will also result in a salary increase for the affected employees.

Refer to DPA Pay Letters #99-52 (Unit 08) and #99-53 (Unit 19) for further information regarding the increases as well as the Fire Fighter I classification restructuring.

Employees designated as follows in a Unit 08 or Unit 19 class/range are entitled to the salary restructuring and/or salary increase:

- Rank and file (CBID R08, R19)
- Confidential (CBID C08, C19)
- Excluded (CBID E08, E19)
- Excluded confidential (CBID E97 employees in one of the Unit 08 or Unit 19 class/range)

The salary change for the above employees will occur through either an Employment History (EH) mass update or manually for the employees who cannot be included in the mass update (see below). The mass update will be processed on the weekend of November 13, 1999. As a result, the EH On-Line System will not be available for use on Saturday, November 13, 1999, until approximately 9:00 a.m. If any problems are encountered with the update, the system may not be available until a later time or not at all.

#### I. EH UPDATE PROCESS

##### A. General Information - Fire Fighter I Employees

The salary restructuring and increase shall be documented via the EH SAL transaction with a 06/30/99 COB effective date. The SAL transaction will reflect the salary restructuring/increase within the employee's base salary rate.

B. General Information - All Other Employees

The salary increase shall be documented via the EH GEN transaction with a 07/01/99 effective date. The GEN transaction will reflect the salary increase and the special salary adjustment, if applicable, within the employee's base salary rate. See DPA Pay Letters #99-52 and #99-54 regarding the special salary adjustments.

Employees who received the Excluded Salary Differential (Earnings ID 8PFP) shall also have the pay differential deleted effective July 1, 1999. The salary increase will be provided via the GEN transaction.

C. EH Mass Update

The mass update process will post the 06/30/99 COB effective date SAL transaction or 07/01/99 effective date GEN transaction. The update will include employees who are designated per above except confidential and E97 employees.

Turnaround PARs will be issued from the above update processes. The TAD PARs will be released on a flow basis. The Personnel/Payroll Services Division (PPSD) will resolve any discrepancies resulting from the update and the TAD PARs will be distributed to departments after the records are corrected (see below).

II. EH MANUAL UPDATE PROCESSES

PPSD and departments will need to manually update the EH records of employees who cannot be included in the above mass update.

A. PPCSD

The employees who will require manual processing by PPCSD include confidential employees, E97 employees and Fire Fighter I employees whose EH records reflect an out-of-sequence situation (i.e., EH records reflecting transactions with an effective date after 06/30/99).

The manual process will begin on November 15, 1999 and TAD PARs will be issued as the employees' EH records are updated. If a TAD PAR for an employee is not received within 10 days after receiving the majority of the TAD PARs for your department, please contact the Personnel Operations Liaison Unit at (916) 322-6500 or CALNET 492-6500.

B. Departments

Departments will need to manually update the EH records of employees under the 10/12 pay plan as follows:

If the employee is on work status as of 07/01/99, process a 07/01/99 effective date GEN transaction.

If the employee is not on work status as of 07/01/99, process a SAL transaction effective the date the employee returns to work status. Enter the new salary rate on the SAL transaction.

### III. SPECIAL EH PROCESSING INFORMATION/INSTRUCTIONS–FIREFIGHTER I EMPLOYEES ONLY

#### A. 06/30/99 COB Effective Date SAL Transaction

If a 06/30/99 COB SAL or SALC transaction needs to be manually processed, Time To Be Paid New (Item 606) must be completed with 'NON' on the transaction. In some situations, Time To Be Paid Old (Item 607) must be completed as well. Please refer to the Personnel Action Manual (PAM) pages 2.79-2.80.1 for additional information on Items 606 and 607.

Also, employees at the old maximum salary rate are entitled to a new anniversary date of 'NONE'. The update process by PPSD will change the affected employees anniversary date on the SAL transaction.

Likewise, the new anniversary date of 'NONE' must be entered on any manually processed 06/30/99 COB SAL transaction for employees who are at the old maximum rate. If the anniversary date is not changed, EH automated audit messages may be received on the SAL transaction.

#### B. 06/30/99 Effective Date Appointment and Miscellaneous Transactions

Appointment and miscellaneous transactions effective 06/30/99 must reflect the old salary rate.

If the 06/30/99 effective date transaction has not been processed, key enter the GSI Code O on the transaction to denote old salary rate.

If the 06/30/99 effective date transaction is already posted and needs to be corrected, key enter the GSI Code O on the transaction to denote old salary rate.

Key enter the GSI Code as an alpha 'O' in the GSI field on the PAR1 update screen. Failure to enter the GSI Code O could result in EH automated audit messages.

#### C. 06/30/99 Effective Date Separation Transactions

Separation transactions effective 06/30/99 should be posted prior to the 06/30/99 COB SAL transaction and must reflect the old salary rate.

If the 06/30/99 effective date separation transaction has not been processed, void the SAL transaction prior to key entering the separation transaction (see PAM Section 9 for information on voiding transactions)

After the separation transaction is entered, re-enter the 06/30/99 COB SAL transaction and correct any subsequent transactions as needed. Also, key enter the GSI Code O on the separation transaction to denote old salary rate.

If the 06/30/99 effective date separation transaction is already posted and needs to be corrected, key enter the GSI Code O on the transaction to denote old salary rate.

Key enter the GSI Code as an alpha 'O' in the GSI field on the PAR1 update screen. Failure to enter the GSI Code O could result in EH automated audit messages.

#### IV. SPECIAL EH PROCESSING INFORMATION/INSTRUCTIONS - ALL OTHER EMPLOYEES

##### A. Confidential and E97 Designated Employees

The Excluded Salary Differential (Earnings ID 8PFP) was in lieu of increasing an employee's base salary rate when the 07/01/99 effective date general salary increase was implemented for excluded employees. Thus, the pay differential needs to be deleted when providing the salary increase within the employee's base rate. PPSD will eliminate the 07/01/99 effective date 350 transaction that initially added the pay differential and will process a 07/01/99 effective date GEN transaction.

##### B. 07/01/99 Effective Date MSA Transaction

Per DPA, an MSA shall be applied before a salary range change. Thus, the 07/99 MSA must be posted on an employee's EH record before the 07/01/99 salary increase and must be based on the salary rate in effect as of 06/30/99.

If the 07/01/99 effective date MSA transaction has not been processed, key enter the GSI Code O on the MSA transaction to denote old salary rate.

If the 07/01/99 effective date MSA transaction is already posted and needs to be corrected, key enter the GSI Code O on the MSAC transaction to denote old salary rate.

Key enter the GSI Code as an alpha 'O' in the GSI field on the PAR1 update screen. Failure to enter the GSI Code O could result in an incorrect base salary rate and anniversary date on the MSA transaction (i.e., overpayment).

#### V. PAYROLL ADJUSTMENTS

Adjustments for the 07/99 through the 10/99 pay period regular payments (except as indicated below), regular (i.e., non-FLSA) overtime payments and lump sum payments that have already been issued will be automatically made once the employees' EH records are updated to reflect the salary increase. For employees updated via the EH mass update, the adjustments should be issued in the payroll cycle issue dated November 17, 1999. Employees updated manually will have their adjustments issued once their EH records are updated.

Departments will need to submit Form STD. 674/674D to request adjustments for the following payments that have been issued for the 07/99 through the 10/99 pay periods.

Regular pay with dock applied for employees with a mid-month change

Regular pay for employees on alternate work schedules or paid from a shift designated agency code and time paid does not equal time possible for the pay period

Industrial Disability (IDL)

Temporary Disability (TD)

Nonindustrial Disability Leave (NDI) if benefits begin in the 07/99 pay period

NDI Annual Leave Supplementation

FLSA Overtime

Holiday pay issued under the user computed salary rate earnings ID beginning with HG

Out-of-class

Supplemental premium/special pay if the pay has a rate change effective 07/01/99 (see DPA Pay Letters #99-52 and #99-53 for the affected premium/special pay differentials)

VI. RETROACTIVE CHARGES

All transactions as a result of the salary restructuring and salary increase are considered to be non-controllable personnel and payroll transactions. The EH transactions and payroll adjustments resulting from the EH mass update should not be reflected on the Monthly Retroactivity Report. The EH transactions, except the GEN transaction, and payroll transactions that are key entered/initiated by PPSD and departments will appear on the department's report. The department can return the report identifying the items associated with the salary restructuring/increase along with the appropriate explanation.

VII. TELEPHONE CONTACTS

Questions regarding the Unit 08 and Unit 19 salary changes and the EH/payroll processing information can be directed as follows:

<u>SUBJECT AREA</u>	<u>CONTACT</u>	<u>TELEPHONE NO.</u>
Salary Program	DPA	(916) 324-0439 CALNET 454-0439
EH Procedures	Personnel Operations Liaison Unit	(916) 322-6500 CALNET 492-6500
Disability Procedures	Disability Liaison Unit	(916) 322-3619 CALNET 492-3619
General Payroll Procedures	Payroll Liaison Unit	(916) 323-3081 CALNET 473-3081

RZ: LMS/PMAB